
U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

General [Including Office of the Assistant Secretary and Front Office]

A-25-001-01a **Subject/Organization/Country Files**

Description: Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries.

a. Policy and procedural files documenting the development and implementation of U.S. policies and procedures, including inter-Departmental policy and procedural guidance, financial plans, and budget records which reflect substantive policy decisions, and the work of the Policy and Program Review Committee (PPRC).

Disposition: Permanent. Retire to RSC when 5 years old for transfer to Washington National Records Center. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-23, item 1a **Date Edited:** 4/1/1999

A-25-001-01b **Subject/Organization/Country Files**

Description: Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries.

b. Administrative and operational files consisting of correspondence, memoranda, copies of responses to congressional inquiries, press guidance, budget and financial plan working papers, office copies of travel vouchers and personnel papers, and other documentation accumulated incident to routine administrative and operational activities.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-95-23, item 1b **Date Edited:** 4/1/1999

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A-25-001-02a	Chronological files of correspondence, memoranda and telegrams
Description:	a. Maintained by or for Assistant Secretary and Deputy Assistant Secretaries or equivalents (may be maintained by incumbent or Staff Assistant).
Disposition:	Permanent. Retire to RSC when 1 year old for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-23, item 2a Date Edited: 4/1/1999
A-25-001-02b	Chronological files of correspondence, memoranda and telegrams
Description:	b. All other offices
Disposition:	Destroy when 1 year old.
DispAuthNo:	N1-59-95-23, item 2b Date Edited: 4/1/1999
A-25-001-03a	Reports, Publications and Printed and Processed Material
Description:	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material. a. Master Files.
Disposition:	Permanent. Retire to RSC in 10-year blocks for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-95-23, item 3a Date Edited: 4/1/1999
A-25-001-03b	Reports, Publications and Printed and Processed Material
Description:	Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material. b. All other copies.
Disposition:	Retire to RSC when 3 years old. Destroy when 5 years old.
DispAuthNo:	N1-59-95-23, item 3b Date Edited: 4/1/1999

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A-25-001-04a	Briefing Books- Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials
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Description:	a. Master File
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Disposition:	Permanent. Retire when 5 years old or when no longer needed, whichever is sooner, to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.
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DispAuthNo:	N1-59-95-23, item 4a	Date Edited:	4/1/1999
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A-25-001-04b	Briefing Books- Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials
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Description:	b. All other copies.
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Disposition:	Destroy when 1 year old or when no longer needed, whichever is sooner.
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DispAuthNo:	N1-59-95-23, item 4b	Date Edited:	4/1/1999
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Office of the Executive Director

A-25-002-01 Automation Documentation File

Description: Arranged by automation project and subject. Memoranda, contracts, system requirements, operating procedures, training information, maintenance records, general correspondence, correspondence with vendors, copies of invoices, telegrams, inventories, lease information. Documentation date from 1984-93.

Disposition: Destroy 1 year after system is no longer in use.

DispAuthNo: N1-59-95-23, item 5

Date Edited: 4/1/1999

A-25-002-02a Refugee Admission Statistics-Reporting cables, in-house statistical reports and the widely distributed yearly summary of refugee admissions report, and any other documentation which may be accumulated while compiling the reports

Description: a. South East Asian Refugees.

Disposition: Permanent. Retire to the RSC at the completion of the Comprehensive Plan of Action (CPA) for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-23, item 6a

Date Edited: 4/1/1999

A-25-002-02b Refugee Admission Statistics-Reporting cables, in-house statistical reports and the widely distributed yearly summary of refugee admissions report, and any other documentation which may be accumulated while compiling the reports

Description: b. World Wide Refugees (all others).

Disposition: Permanent. Retire to the RSC when 10 years old for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-23, item 6b

Date Edited: 4/1/1999

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A-25-002-03a	Abacus Program, Budget and Funds Tracking System
Description:	a. System Stored Data File System contains project names, creation dates, approval dates, funding amounts, and other information from grants, agreements, proposals, budgets, and obligation, disbursement and other financial documentation from Non-Governmental or International Organizations and the Department from 2005 to the present. Data searchable by available data fields, including funding sources, dates, keywords, organization awardees, program officers, and program/project. Information used for data entry comes from proposals, grants and agreements, and obligation and disbursement documentation.
Disposition:	Temporary. Cutoff at end of fiscal year when funds obligated. Destroy 10 years after cutoff or when no longer needed for agency business, whichever is later.
DispAuthNo:	N1-059-09-7, item 1a Date Edited: 9/10/2009
A-25-002-03b	Abacus Program, Budget and Funds Tracking System
Description:	b. System Outputs Status reports, congressional reports, financial and budget reports.
Disposition:	Temporary. Destroy when no longer needed.
DispAuthNo:	N1-059-09-7, item 1b Date Edited: 9/10/2009
A-25-002-03c	Abacus Program, Budget and Funds Tracking System
Description:	c. Documentation Data systems specification, file specifications, security plans, audit recommendations, codebooks, record layouts, user manuals, output specifications, and final reports relating to master file, database or other electronic records.
Disposition:	Temporary. Destroy upon authorized deletion of the related electronic records 0 upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.
DispAuthNo:	GRS 20, item 11a(1) Date Edited: 9/10/2009

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A-25-002-03d **Abacus Program, Budget and Funds Tracking System**

Description: d. Backups of Files

Stored data file is backed up to tape on a weekly basis. Duplicate tapes are rotated offsite to the upgrade contractor, Agency for International Development (USAID) to ensure data availability in case of disaster.

Disposition: Temporary. Delete when the identical records have been deleted, or when replaced by a subsequent backup file.

DispAuthNo: GRS 20, item 8b

Date Edited: 9/10/2009

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Office of Refugee Admissions

A-25-003-01 Proposal Process Files

Description: Working files of Reception and Placement (R&P) Program announcements, R&P proposals from voluntary agencies, copies of R&P cooperative agreements and program guidelines. Record copies of approved proposals and cooperative agreements are maintained by the Comptroller.

Disposition: TEMPORARY: Destroy working files after two (2) years. (Ref. N1-59-95-23, item 7)

DispAuthNo: N1-059-08-3, item 1

Date Edited: 5/30/2008

A-25-003-02 Reception and Placement (R&P) Program Voluntary Agency and Affiliate Monitoring Reports

Description: Program auditing reports, related correspondence, schedules, copies of caseload reports, interview records, and other documentation accumulated during monitoring of R&P voluntary agency or affiliate.

Disposition: PERMANENT: Cutoff at end of fiscal year. Hold in office area for three (3) years and then retire to Records Service Center (RSC). Transfer to the National Archives when twenty-five (25) years old. (Ref. N1-59-95-23, item 8)

DispAuthNo: N1-059-08-3, item 2

Date Edited: 5/30/2008

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Chapter 25: Population, Refugees, and Migration Records

A-25-003-03 Worldwide Refugee Admissions Processing System (WRAPS)

Description: The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.

a. Data Inputs, regardless of format

Description: Regardless of format data is received electronically or directly keyed into the system by Overseas Processing Entities (OPE), under cooperative agreement with PRM. Refugee Processing Center (RPC) users enter data in the United States. Voluntary agencies also provide data files with assurance and post-arrival data. Some data, such as photos and forms are scanned directly into the system.

Disposition: TEMPORARY: Destroy/delete when Master File data is verified. (Ref. N1-59-89-40)

DispAuthNo: GRS 20, item 2

Date Edited: 5/30/2008

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Chapter 25: Population, Refugees, and Migration Records

A-25-003-03a	Worldwide Refugee Admissions Processing System (WRAPS)
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Description:	The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.
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b. Master File

Description: Content includes refugee application biographic information such as name, date of birth, biometric identification, education, languages, and tracking or status items (cleared, approved, etc.) Records are stored at both the case level and the individual level. Paper copy maintained by Overseas processing entity (OPE) prior to refugee's travel to the United States; Privacy Act System of Records, STATE-50, Overseas Refugee Case Files, applies.

Disposition:	TEMPORARY: Retain online for five (5) years after the refugee's arrival in the United States or case was inactivated, and then transfer to offline storage. Retain offline for ten (10) years. Delete when fifteen (15) years old. (Ref. N1-59-89-40)
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DispAuthNo:	N1-059-08-3, item 3b	Date Edited:	5/30/2008
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Chapter 25: Population, Refugees, and Migration Records

A-25-003-03b	Worldwide Refugee Admissions Processing System (WRAPS)
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Description: The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.

c. Back up Files

Description: Master File databases are backed up to tape daily and weekly. A duplicate set of tapes is stored off-site to ensure data availability in case of a disaster at the Refugee Processing Center.

Disposition: TEMPORARY: Delete incremental back-up tapes when superseded by a full back up or when no longer needed for system restoration, or whichever one is later.

DispAuthNo: GRS 20, item 8

Date Edited: 5/30/2008

A-25-003-03c	Worldwide Refugee Admissions Processing System (WRAPS)
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Description: The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.

d. Outputs

Description: Regardless of format the content is comprised of forms that are included in the refugee file and statistical reports. In the cases of applicant name checks, information is exported electronically to the Bureau of Consular Affairs systems.

Disposition: TEMPORARY: Delete/destroy when no longer needed for reference.

DispAuthNo: N1-059-08-3, item 3d

Date Edited: 5/30/2008

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A-25-003-03d	Worldwide Refugee Admissions Processing System (WRAPS)
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Description: The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.

e. System Documentation

Description: Concept of Operations; Technical Architecture; Data Management Plan; Designs; User Manuals; Help Screens; Data Dictionaries, and final reports (regardless of medium) relating to a master file or database that is authorized for destruction by the GRS or a NARA approved disposition Schedule.

Disposition: TEMPORARY: Destroy/ delete when superseded or obsolete, or upon authorized deletion of the related Master File or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

DispAuthNo:	GRS 20, item 11a	Date Edited:	5/30/2008
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A-25-003-04	Electronic Mail and Word Processing System Copies
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Description: Electronic copies of records that created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Destroy/delete within one hundred-eighty (180) days after the recordkeeping copy has been produced.

DispAuthNo:	GRS 23, item 10a	Date Edited:	5/30/2008
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A-25-003-04a

Electronic Mail and Word Processing System Copies

Description:

Electronic copies of records that created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition:

TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

DispAuthNo:

GRS 23, item 10b

Date Edited:

5/30/2008

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Office of the Comptroller

A-25-004-01 **OIG Inspections and Audit Reports - Arranged alphabetically by subject, organization and title**

Description: Inspection and audit reports, telegrams, and relating correspondence.

Disposition: Destroy when superseded by new inspection or audit.

DispAuthNo: N1-59-95-23, item 10 **Date Edited:** 4/1/1999

A-25-004-02 **CPA Audit Files**

Description: Correspondence, memorandums, audits, and related documentation resulting from audits by private CPAs of private organizations receiving grant money for refugee-related matters.

Disposition: Retire to RSC when 3 years old. Destroy 6 years and 3 months after final payment.

DispAuthNo: N1-59-95-23, item 11 **Date Edited:** 4/1/1999

A-25-004-03 **GAO Reviews - Arranged by subject and organization**

Description: Audit reports, telegrams, memoranda and relating correspondence.

Disposition: Destroy when superseded by new review.

DispAuthNo: N1-59-95-23, item 12 **Date Edited:** 4/1/1999

A-25-004-04 **Cooperative Agreements on Overseas Programs**

Description: Agreements, cables, memos, financial documentation, amendments, contractor's reports, etc. pertaining to agreements between the Department and American or international organizations.

Disposition: Retire to RSC at the end of the fiscal year in which all financial transactions are completed. Destroy 6 years and 3 months after final payment.

DispAuthNo: N1-59-92-4, item 1 **Date Edited:** 4/1/1999

A-25-004-05 **Contributions to International Organizations**

Description: Memos, cables, purchase orders, reports, and appeals that identify contributions obligated by the Department of State to international organizations.

Disposition: Retire to RSC 3 years after end of fiscal year in which obligations were completed. Destroy when 10 years old.

DispAuthNo: N1-59-92-4, item 2 **Date Edited:** 4/1/1999

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Office of Population

A-25-005-01a **Policy File**

Description: a. Laws and mandates dictating international population policy.

Disposition: Destroy when superseded, obsolete, or no longer needed for current operations.

DispAuthNo: N1-59-88-36, item 1a

Date Edited: 4/1/1999

A-25-005-01b **Policy File**

Description: b. Documents relating to the reaffirmation of U.S. policy on international policy issues, reviews of population policies and programs, guidelines for establishing a policy, and documents reflecting policy implementation and evaluation.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-88-36, item 1b

Date Edited: 4/1/1999

A-25-005-02 **Country File**

Description: Consist of records relating to economic conditions and assistance, briefing papers, economic surveys, issues on health topics, human resource reports, inventory of population projects including demo graphic facts, copies of fact sheets, papers outlining major issues to be discussed at meetings, annual budget information, post reporting plans, and other related documents.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-88-36, item 2

Date Edited: 4/1/1999

A-25-005-03a **UN Fund for Population Activities (UNFPA)**

Description: a. General.

Consist of records relating to assistance provided to other countries through support projects and programs. Includes questionnaires, assessment of fund activities, proposed studies, UNFPA activity reviews, inter-country activities, and other related documents.

Disposition: Maintain in 3 year blocks. Retire to RSC when 5 years old. Transfer to WNRC when 10 years old. Destroy when 20 years old.

DispAuthNo: N1-59-88-36, item 3a

Date Edited: 4/1/1999

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A-25-005-03b	UN Fund for Population Activities (UNFPA)
Description:	b. International meetings and conferences. Documents relating to strategic planning for the promotion of economic development and human rights. Includes draft resolutions, U.S. preparatory documents, position papers, press conference material, press releases, statement by heads of delegations and other related documents.
Disposition:	Maintain in 10 year blocks. Retire to RSC when 12 years old. Destroy when 20 years old.
DispAuthNo:	NC1-59-88-36, item 3b
Date Edited:	4/1/1999
A-25-005-03c	UN Fund for Population Activities (UNFPA)
Description:	c. International organizations. Documents dealing with cooperative programs, contributions and grants, establishment of family planning programs, documents reflecting such issues as funding, support services, and technical assistance.
Disposition:	Maintain in 10 year blocks. Retire to RSC when 12 years old. Destroy when 20 years old.
DispAuthNo:	N1-59-88-36, item 3c
Date Edited:	4/1/1999
A-25-005-04	International Development
Description:	Documents relating to U.S. Government funding of foreign aid programs in developing countries around the world for funding of foreign aid population programs. Includes correspondence relating to the appropriation of federal funds, strategic planning for population activities, congressional foreign aid assistance, population aid proposals, and documents reflecting the impact of family planning services on population.
Disposition:	Block annually. Retire to RSC when 10 years old. Destroy when 15 years old.
DispAuthNo:	N1-59-88-36, item 4
Date Edited:	4/1/1999
A-25-005-05	National Security File
Description:	Consists of information on population issues and programs, world demographic statements, documents reflecting meetings on world population, NSC annual reports, copies of CIA security studies, and other related documents.
Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-59-88-36, item 5
Date Edited:	4/1/1999

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A-25-005-06a	Trip Reports-Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures
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Description:	a. Internal.
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Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old.
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DispAuthNo:	N1-59-88-36, item 6a	Date Edited:	4/1/1999
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A-25-005-06b	Trip Reports-Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures
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Description:	b. Other.
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Disposition:	Destroy when 6 months old.
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DispAuthNo:	N1-59-88-36, item 6b	Date Edited:	4/1/1999
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A-25-005-07	Hearings File
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Description:	Testimonies and briefing papers prepared for Hearings of the House Foreign Operations Sub Committee. Included are question and answer papers concerning testimonies.
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Disposition:	Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 25 years old.
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DispAuthNo:	N1-59-88-36, item 7	Date Edited:	4/1/1999
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